



U.S. Department of State  
Bureau of Human Resources/Office of Retirement

## THE SECRETARY'S CAREER ACHIEVEMENT AWARD REQUEST

Full Name Of Retiree <i>(Last, First, Middle)</i>		
Date of Retirement <i>(mm-dd-yyyy)</i>	Social Security Number <i>(123-45-6789)</i>	Grade at Retirement <i>(Grade and Step)</i>
Date of Birth <i>(mm-dd-yyyy)</i>	Name as it Should Appear on the Award Certificate	
Correspondence Address (at retirement) <i>(Apartment Number, Street)</i>		
Address <i>(City, State, ZIP Code)</i>		E-Mail Address <i>(JohnDoe@provider.com)</i>
Telephone Number	FAX Number	Bureau at Retirement
Total Years of Service	Years	Months
		Days
<p>The Secretary's Career Achievement Award is conferred on behalf of the Secretary to retiring career employees of the Department who, over a period of 25 years or more, of U.S. Government and/or Military Service, have performed with dedication and distinction. Recipients receive a U.S. flag flown at the Department of State in honor of their retirement and a certificate signed by the Secretary</p> <p>There is no formal nominating or approval process for the Secretary's Career Achievement Award. Area awards officers are responsible for identifying eligible employees, requesting certificates, and arranging for their presentation.</p>		
<b>HR/RET Will Deliver This Form to Your Bureau's Executive Office Awards Coordinator.</b>		
Please Note for the Awards Officer, Items to be Highlighted in the Award Citation. <i>(Citation is Limited to 5 Lines and 50 Words.)</i>		
Bureau Executive Office Awards Coordinator Printed Name		Retirement Specialist Printed Name
Signature		Signature
<b>SUBMIT FORM TO:</b> U.S. Department of State Office of Retirement HR/RET Room H620, SA-1 2401 E Street North West Washington, DC 20522-0108		
		Telephone (202) 261-8960 FAX (202) 261-8988